

**Minutes of the Judiciary and Law Enforcement Committee  
July 15, 2016**

Chair Wolff called the meeting to order at 8:30 a.m.

**Present:** Peter Wolff, Jennifer Grant, Jim Batzko, Steve Whittow, Mike Crowley, Kathleen Cummings, and Timothy Dondlinger.

**Others Present:** Emergency Preparedness Director Gary Bell, Human Resources Manager Jim Richter, Human Resources Analyst Teri Henning, Emergency Management Coordinator William Stolte, Sheriff Eric Severson, Inspector James Gumm, Deputy Inspector Torin Misko, Senior Correctional Facility Manager Margaret Schnabl, Jail Administrator Michael Giese, Financial Analyst Joshua Joost, Corrections Lieutenant Angela Wollenhaupt, and Legislative Policy Advisor Sarah Spaeth. Recorded by Administrative Specialist Beth Schwartz, County Board Office

**Approve Minutes of June 17, 2016**

MOTION: Crowley moved, second by Batzko to approve Minutes of June 17, 2016. Motion carried 7-0.

**Executive Committee Report of June 20, 2016**

Wolff reported on the following items that were discussed at the Executive Committee meeting:

- Discussed Parks & Land Use Golf Course Cashiering Audit
- Discussed Public Works Highway Operations Division Audit
- Approved Ordinance 171-O-008: Modify Project Scope for Capital Project 201407, Waukesha to Brookfield Multi Use Trail
- Approved ordinances and appointments that have since been considered by the County Board.

**Future Agenda Items**

- Courtroom Sound System and Technology Update
- Sheriff's Department Budget Amendment (October)

**Future Meeting Date(s)**

- August 12, 2016
- September 16, 2016 (Capital Projects)

**Discuss and Consider Ordinance 171-O-025: Adoption Of The 2016 Waukesha County All Hazard Mitigation Plan**

Bell explained that this Ordinance amends the 2011 Hazard Mitigation Plan for 2016. He said that the All Hazard Mitigation Plan allows for a look at potential exposures that can effect Waukesha County and eliminate them when possible. For the first time, instead of individual jurisdictions making plans, there is a county wide mitigation plan. The goal is for all 38 counties to adopt the plan. Project grants will pay for up to 75% of the cost of the project, the state pays 12.5% of cost, and tax levy will cover the remaining 12.5%.

Bell continued to explain that an adopted All Hazard Mitigation Plan is required by the Federal Emergency Management Agency (FEMA) as a condition of future grant funding for mitigation projects under FEMA pre- and post-disaster mitigation grant programs. Every five years the Federal government requires the plan to be rewritten. Consultants outreached to all communities in the county and developed an electronic internet-based tool that was able to provide cross reference for state and federal plans. This has included expanded and updated information in hazard analysis in Waukesha County, including added projects and four new initiatives such as a generator for the Public Safety building.

Bell said the next step is for each jurisdiction and the County to adopt the plan. Adopting the plan, however, does not commit the County to accepting the plan. The plan can be changed and governing bodies have control over what and when an aspect of the plan is put into use. In clarifying this process for Cummings, Bell answered that the City would need to tell the department to add an additional project or initiative to the interdivisional page and then that aspect would become eligible. If a new hazard occurs, an interdivisional page must be entered for a potential solution or it is ineligible, however interdivisional revisions can be made at any time. Whittow asked if this is the basis of a natural disaster plan. Wolff said emergency response is reactive, whereas this plan is proactive to potential dangers. Bell stated that Waukesha County recognizes the threat that natural, technological, and man-made hazards pose to people, property, and the environment. Undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people, property, and the environment while saving taxpayer dollars.

MOTION: Crowley moved, second by Cummings to approve Ordinance 171-O-025. Motion carried 7-0.

**Discuss and Consider Ordinance 171-O-026: Amend The Sheriff's Department 2016 Budget For The Expenditure Of Office Of National Drug Control Policy Cooperative Agreement Funds**

Severson, Gumm, and Joost discussed this ordinance which allows the Sheriff's Department to accept the Office of National Drug Control Policy cooperative agreement award funds totaling \$55,179. The 2016 adopted budget included \$9,660 of High Intensity Drug Trafficking Area (HIDTA) grant funds. This ordinance further authorizes the department to appropriate \$45,519 of non-appropriated cooperative funds in the 2016 budget to be spent on staff overtime and equipment. The funds will be used to purchase the following: overtime and corresponding benefits (\$5,067); surveillance equipment (\$25,661); Cellbrite software maintenance agreement (\$4,791); and drug buy money (\$10,000). These purchases support investigation and enforcement activities in the Milwaukee HIDTA which includes Waukesha County. This ordinance results in no new tax levy for 2016 and subsequent years.

MOTION: Cummings moved, second by Grant to approve Ordinance 171-O-026. Motion carried 7-0.

**Discuss Changing the Civil Service Selection Process**

Severson stated the civil service selection process is becoming more of a challenge with inefficiencies and obstacles in a changing recruiting climate. The goal is to present the ordinance to the County Board by September or October. There is currently a six-month deputy recruitment list under effect, and this timeline will allow the next hiring process to be conducted using the amended process. Managing the recruitment process for deputy sheriff positions was evaluated and the civil service process is optional in the State Statutes. The process began around the 1960's as a way to provide equal opportunity and assess job skills without the Human Resources Department and procedures that exist now. Over time the civil service process has been eliminated in every other county in Wisconsin.

Severson said the goal is to change the process to maximize resource savings and hiring the best people in a short amount of time. As of now, eligibility lists of applicants are kept six months before expiration, and the department cannot consider anyone outside the list of the top three candidates once it's been established. Once the list is received staff perform written exams, background checks, physicals and drug tests. Proposed changes to the civil service selection process include continuously accepting applications for deputy sheriff positions, involving Sheriff's Department managers in the screening of applicants, allowing candidates with job-related experience to bypass the written exam, offering ongoing written exams at various dates and time, conducting ongoing interviews to shorten the time from written exam to hire, and continuously evaluating the recruitment and hiring process and make any necessary changes.

### **Discuss the Sheriff's Department Staff Budget**

Severson discussed the Sheriff's Department budget and the end goal for the department. Despite wanting to reach the County Executive's goal, the department's only option is funding public safety and law enforcement by cutting services with an impossible demand to cut more every year. Cutting services effects, for example, how we respond to calls and provide emergency medical service, Narcan availability, and patrol deputies on the road. With more cost increases for expenses in jail medical, vehicles, and risk management, Severson says a revenue target has not been hit since 2011. One way the Department has saved money is that they will no longer keep electronic monitoring capabilities that they are not using, a \$10,000 savings. There is a \$2,000 cost per computer login, so the Sheriff's Department considered every staff member's need for access. They came to an agreement with IT that the jail's medical personnel will share a login. This is the first time in ten years there has been a reduction in computer expenses for the department. Another area he was able to save money is in municipal contracts. However, he also had to un-fund two clerical positions, affecting the timeliness of accident and jail reports. Cutting positions and resetting salaries are not permanent solutions, and there will be consequences in the near future. Even with these cuts, the budget target will not be met.

Crowley shared his appreciation for the Department's efforts. Wolff said this discussion is the beginning step in the budget process, and for committee members to be aware of areas being overfunded. Grant commented that giving the Department more money means taking money from other departments, and if Supervisors are invested in helping the Department they will do this, instead of increasing the tax levy. In response to Cummings comment about a maintenance management plan not being a good way to allocate resources, Severson responded the vehicles that don't get a lot of miles are still part of a Vehicle Replacement Plan, despite not wanting to replace them. The Department needs both personnel and support equipment for personnel. It doesn't make sense to cut positions that are vital to making the department work.

### **Legislative Update**

Spaeth said the State Legislature is still in recess, but Study Committees are starting to meet. She summarized 2015 Assembly Bill 537 which changes the way property is forfeited after it is seized in relation to a crime. The bill did not pass this session, but will likely be reintroduced next session in 2017. The Wisconsin Counties Association did not have a position on the bill this session, but the Board of Directors will be voting on a resolution to oppose the bill at their annual conference this September.

MOTION: Dodlinger moved, second by Cummings to adjourn the meeting at 10:36 a.m. Motion carried 7-0.

Respectfully submitted,

Jennifer Grant  
Secretary